

Attachment 7

IDIS Correction Notice Letter

[Please insert the specific City or State grantee references as needed, the due dates can be changed to reasonable, e.g. to allow time to collect data and fill out CAPER information and to setup projects in IDIS for the 2004 operating year. These actions are key to collecting data to be summarized in their CAPER for 2004 and entered in IDIS under these projects.]

Dear [Grantee Representative]:

This letter conveys notice for actions that are required to be undertaken on the Housing Opportunities for Persons With AIDS (HOPWA) program that is administered by the _____.

Recently, HUD conducted a review to determine if the City's HOPWA performance reports demonstrated progress in achieving the goals that you established under your approved Consolidated Plans for these funds. Unfortunately, due to the limited amount of performance data or errors in that data in our information technology system, the City's performance in administering this program is not adequately documented in our records. Please be advised that the City / State must take immediate corrective actions to provide the required information to this office.

The Department is also concerned that adequate performance information may not be available as you initiate plans for the use of HOPWA funds in FY2004 and undertake activities in this operating year. In our view, collection of standard performance data and reports are essential management tools for administering public programs. For example, reports are used to identify any need for program improvements or for planning corrective actions. The collection of data for our standard reports also allows the City / State to observe the performance of your sponsors and help ensure their compliance with program requirements to undertake eligible activities for eligible beneficiaries. Recipients of HUD funds are required to maintain an adequate control environment that includes reporting on performance in order to prevent or mitigate the risks of waste, fraud, abuse and mismanagement of public funds.

In reviewing our files, HUD noted that the City filed reports for the _____ program years under the Consolidated Annual Performance and Evaluation Report (CAPER) requirements that provided summary and general information on the HOPWA activities. However, the related performance data that documents this information was not entered into HUD's information technology system, the Integrated Disbursement and Information System (IDIS), for these activities. The missing data includes required information on the demographics of HOPWA clients who received this assistance, the costs associated with facility-based assistance and housing subsidy programs by sponsor, the expenditure of funds by type of supportive service by sponsor or other data elements.

The Department requests that the City take the following corrective actions to provide HUD with the required performance information: [TO BE IDENTIFIED]

For the 2004 program year, the appropriate use of IDIS should be undertaken to ensure the accurate collection of HOPWA accomplishment data through the year. The City must enter into IDIS all active projects and activities being undertaken during program year 2004, including the proposed accomplishments that were approved or will be approved in the FY2004 Consolidated Plan submission. The setup of these activities in IDIS should establish the framework for reporting on the activities being undertaken by the City / State and each project sponsor, including housing and supportive services assistance provided to clients and aggregate information on client demographics. This setup of IDIS projects and activities will help ensure that IDIS is used in filing performance data in the next required annual report. This report will cover the current 2004 program year in connection with the submission of a CAPER that will also be filed for this period. HUD is available to arrange further technical assistance to ensure an active and effective use of IDIS.

Please direct your response and the submission of required documents to _____, CPD Representative, Office of Community Planning and Development in the _____ State HUD Office.

Sincerely,

Director, Office of Community
Planning and Development

[bcc: Office of HIV/AIDS Housing]